

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **CORRECTIONS CORPORAL**

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Jurisdictional Class: **Competitive**  
Date Adopted: **May 18, 1998**  
Date Revised:  
Jurisdictions: **County**  
Union Status: **Schoharie County Local 452, Council 82, AFSCME, AFL-CIO**  
Pay Grade:

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**DISTINGUISHING FEATURES OF THE CLASS:** A Corrections Corporal is a fully experienced corrections officer who ordinarily works as such but who assumes the duties of a corrections sergeant during a sergeant's leave or other absence. The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;  
Locks and unlocks cells and access doors using mechanical and electrical devices,  
Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;  
Assists sergeants in training, evaluating and supervising corrections officers and fills in during absence of sergeant.  
Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;  
Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;  
Issues clothing and bedding and instructs inmates in its proper care;  
Books inmates by preparing appropriate records and taking fingerprints and photo identification;  
Inventories and records inmates clothing and property;  
Escorts visitors and observes inmates visitations;  
Dispenses a variety of prescription and non-prescription medications when authorized by federal and state law and in accordance with facility rules and regulations;  
Searches cells, frisks inmates and confiscates contraband;  
Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;  
Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;  
Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;  
Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;

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May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;  
Prepares a variety of records and reports related to the care of inmates and security of the facility;  
Operates a variety of office equipment during the processing of inmates or report preparation.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; of the layout and location of security personnel post assignments throughout the facility; of search and frisk methods. Good knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents; of the use of defensive and restraining physical techniques; of human behavior in relation to correction facility inmates; of first aid procedures. Ability to observe, interpret and report on inmate activity; deal with inmates firmly and courteously; verbally communicate rules and regulations of the facility to inmates; make quick decisions regarding facility security and personal safety in emergency situations; reason clearly; prepare records and reports; read and interpret written materials. High ethics, good moral character, sound judgment, good powers of observation, memory for facts and information.

### **MINIMUM QUALIFICATIONS:**

Graduation from a high school or possession of a high school equivalency diploma and two years' experience as a Deputy Sheriff (Jail) or Corrections Officer.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**NOTE:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.